September 01, 2017

TO: Department Scheduling Coordinators

FROM: Academic Scheduling

RE: Spring 2018 Schedule of Classes Production – Round 1

This memo addresses **ONLY Round 1** of the Spring 2018 schedule. Additional information for each subsequent round will follow. Round 1 begins with the Spring 2017 schedule rolling active sections to create the Spring 2018 schedule in PeopleSoft. Any section(s) that requires University Lecture Rooms beyond your Classroom Allocation must be requested on the Add Request Form during Round 2.

**IMPORTANT:**

- **Using Specific Sections Numbers** - See attachment for more explanation.
  
  a) **Online Classes** - (Instruction Mode 01, 02, 03, 04, 10, 11) use sections # 80-94
  
  b) **Course Match** – Use sections # 95-99 *(may not apply to all Depts.)*

- **Friday only classes** – To avoid final exam conflicts suggested start times are 0930, 1000, 1230, 1300, 1530 or later.

- **2nd meeting pattern** – Remember to add a 2nd meeting pattern of TBA to Instruction Mode # 05 & 06 and to a 4 unit single component class (3 units in person and 1 unit online).

- **Classroom capacities** - Some classroom capacities have changed, so as you schedule your classes please be aware of the new room capacities.

- **Class Notes** – Add the class note #73 (RO- Not available to Open University Students) to **ALL** classes that will not be offered to Open University Students.

In Round 1, the Departments/areas will complete the following:

1. Input the complete Spring 2018 schedule in PeopleSoft (Term **2182**).

2. **The “home” department should be the only one that schedules cross-listed classes.** More information can be found on the Academic Scheduling website under Cross-Listed Classes Information.

3. Departments may also enter the bldg & room (Facility ID) for any non-University Lecture classroom.

4. Departments can submit their Global Note changes via e-mail to **claudia.quinonez@sjsu.edu** by **Friday, September 15, 2017**. More information can be found on the Academic Scheduling under Cross-Listed Classes Information.
Using Specific Section Numbers

In order to keep track of certain sections, it was proposed to use specific section numbers to help identify these sections. This will help the departments and Academic Scheduling as well as students.

- **Online Classes - to use sections # 80-94** *(instruction mode of 01, 02, 03, 04, 10, 11).*
  Please delete existing sections and re-add using section # 80-94. This will help distinguish online classes from in person, in addition to the class notes.

- **Course Match – To use sections # 95-99, begin with 99, for your information only.** This is to be done by Academic Scheduling, after Round 2 upon approval, Departments will be notified as necessary. Any questions about this, please contact Sheri Tomisaka-Wong at 408-924-2473.

**Exceptions (areas/subjects that will not use specific section numbers):**

INFO because whole program is online.

ENGL 1A/1B, need to use high section numbers for in person classes. Try to use higher numbers for online classes.

Multiple component classes that have one component in Person that are grouped (ex. ECON 1A, paired with Lecture, Activities are TBA).